

## For Promotion to lieutenant (junior grade):

### USDA GS Course: Introduction to Supervision (SUPV3101N, 3.0 CEU; 30 hours)

#### E-Learning equivalents: **Leading Change from the Front Lines**

**Course:** SkillSoft (LEAD0125)

**Duration:** 2.5 hours

**Instructor:** DOC System Administrator ([techs@geolearning.com](mailto:techs@geolearning.com))

**Course Description:** Have you ever wanted something at work to change, but no one ever addressed the issue, so you just put up with it? Maybe you didn't bring it up because you thought you were the only person who didn't like it. Maybe you didn't want to make a fool of yourself by making it an issue. Or maybe you thought your boss would be irritated if you mentioned it. If any of this sounds familiar, this course is designed to help you. It suggests how you can compare your fears of negative outcomes against the potential gains of making a change. It explains the ways you can find out if others want the change, too, so that you know ahead of time what kind of resistance your idea will face. It even offers suggestions for making office politics work for you when you make suggestions. Finally, it gives you ideas on how to build a strong, positive reputation that will stand you in good stead with management.

#### **Dynamics of Leadership**

**Course:** SkillSoft (LEAD0126)

**Duration:** 3.0 hours

**Instructor:** Test TVU ([techs.doc@geolearning.com](mailto:techs.doc@geolearning.com))

**Course Description:** Can anyone, regardless of company status, be a leader? Yes! Leaders can be found at all levels in the work force. When you're learning how to lead, is it possible also to be responsible for discovering new future leaders? You bet it is. Even though you aren't in management, do you have the power to influence someone to change his behavior? Again, the answer is yes. In this course, you'll learn how to become a leader; how to train yourself and others to lead; how to build effective relationships; and how to build strong, long-lasting coaching relationships.

#### **Communication Skills for Leadership**

**Course:** SkillSoft (COMM0005)

**Duration:** 5.5 hours

**Instructor:** Test TVU ([techs.doc@geolearning.com](mailto:techs.doc@geolearning.com))

**Course Description:** In this course, you will learn what the requirements of leadership are, how to communicate your suitability for the role, and how to communicate with those you lead. Leadership is not the same as management. Unlike management, leadership does not require formal recognition of authority. However, it does place other requirements on the person assuming the leadership role. Before people will follow, they need to be reassured that their leader is deserving of both their trust and their confidence. Good relationships are paramount, and communication is the prime tool for building those relationships. Once you have been accepted as the leader, good communication will ensure that objectives are agreed upon, understood, and achieved.

#### **Leadership without Authority**

**Course:** SkillSoft (COMM0513)

**Duration:** 3.0 hours

**Instructor:** Test TVU ([techs.doc@geolearning.com](mailto:techs.doc@geolearning.com))

**Course Description:** Lily Tomlin said, "I always wondered why somebody doesn't do something about that. Then I realized I was somebody." Tomlin could have been speaking on behalf of many employees in the corporate world who, despite having little authority, take it upon themselves to become leaders nonetheless. Becoming a leader, and getting results, without authority is especially important in today's corporate culture, where middle management and the concept of seniority are being replaced by a flat organization structure and intense competition. Such an environment makes the need for leadership skills especially crucial. In this course, you'll learn how to circumvent your lack of authority to get results through effective leadership.

#### **Effective Teambuilding Strategies**

**Course:** TEAM0171

**Duration:** 4.0 hours

**Instructor:** DONALD RINDERKNECHT ([Donald.M.Rinderknecht@noaa.gov](mailto:Donald.M.Rinderknecht@noaa.gov))

**Course Description:** For a team to succeed, its members must want to win. Specifically, each team member must place the team's goals ahead of his own goals so that the team may be victorious. Team motivation can come from a variety of sources, the most usual of which is the team leader. But what if your team leader doesn't have the necessary leadership skills? Or what if she does, but she applies them ineffectively? In this course, you'll learn tools, techniques, and tips to help you--the team member--help your team develop a "one for all, all for one" mentality. In particular, you'll explore some motivational techniques to apply from the get-go so that potential problems are averted. You'll also learn how to promote and maintain a creative and productive atmosphere. Finally, you'll practice a couple of team building exercises that you can later introduce to your team.

#### **Effective Use of Feedback for Teams Simulation**

**Course:**

**Duration:** 30 minutes

**Instructor:** ED MAHONEY ([Ed.Mahoney@noaa.gov](mailto:Ed.Mahoney@noaa.gov))

**Course Description:** Effective feedback is an essential element of successful teamwork. Periodic reviews and discussions of how the team is performing, how individuals are contributing to the team's performance, and how the team is being managed, are all vital to ensuring that the team continues to perform at peak level. As a team leader, your ability to give and receive feedback will seriously impact the effectiveness and success of your team. Without a clear understanding of team dynamics and how to communicate feedback effectively to inspire and motivate, your efforts to manage your team could flounder. The Effective Use of Feedback for Teams Simulation will provide you with the opportunity to develop the skills necessary to effectively communicate feedback to your coworkers and direct reports and overcome barriers common to the process of providing effective feedback. Over the course of three scenarios, you will be exposed to several situations common to the act of giving feedback and each requiring thoughtful analysis and preparation. Additionally, you will be required to endure the criticism and feedback of your fellow colleagues and superiors, whether solicited or not. The Effective Use of Feedback for Teams Simulation is based on the SkillSoft series "Effective Use of Feedback for Business." Throughout the simulation links are provided to the following SkillSoft courses: COMM0521, COMM0522, COMM0524, and COMM0525. This simulation comprises three scenarios and an introduction.

## **Team NOAA –Putting the Pieces Together**

**Course** NOAA

**Duration:** 30 min

**Instructor:** DONALD RINDERKNECHT ([Donald.M.Rinderknecht@noaa.gov](mailto:Donald.M.Rinderknecht@noaa.gov))

**Course Description:** In this module, you will see a basic introduction to NOAA which will cover NOAA's mission, its programs, and seven components of NOAA that carry out the mission and implement the programs. Along the way, several NOAA employees will provide a glimpse of what it's like to work for NOAA. Course completion is accomplished by passing the quiz included inside the course.